

**DRAFT
SAMPLE WRITTEN**

SAFETY and HEALTH PROGRAM

For Compliance With

HIOSH Standards 60-2(b) or 110-2(b)

ACKNOWLEDGMENTS

This material was compiled by the staff of HIOSH Consultation and Training Branch.

NOTE: this sample program is provided only as a guide to assist in complying with HIOSH Occupational Safety and Health Regulations, which require written safety and health programs. It is not intended to supercede the requirements detailed in the standards or OSHA guidelines for effective safety and health programs. Employers should review the standard for particular requirements which are applicable to their work situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.

The information contained in this document is not considered a substitute for any provision of 12-60-2(b) or 12-110-2(b).

Updated: January 13, 2000

The attached draft Safety and Health Program is for you use in developing your organization's program. This program is not complete—it requires your review and edit before it becomes your program. Add any categories you need. Remove those that do not apply to you. Expand the areas you need and delete those areas that don't fit your operations. The Statement of Safety and Health Policy will fit any type of operation. Your organization may already have a policy. If so, use it. This document needs a letterhead, date, signature and title. Feel free to tailor it to fit your organization.

STEPS TO TAKE IN PREPARING YOUR PROGRAM:

1. Review, edit, and print the Statement of Safety and Health Policy on organizational letterhead, date, and sign.
2. Carefully review the entire program. Delete those items or topics which do not apply to your organization.
3. Treat this as your core program. Be advised, however, that there are other individual specialized programs, such as a hazard communication program, a permit required confined space entry program, a bloodborne pathogens program, a respiratory protection program, that may be required for your particular worksite. You may incorporate these other programs right into this core program document, add them as appendices to this document, or treat them as separate individual programs.
4. Add those items not listed that you know are required or needed, or those policies, programs, or items that as an organization you wish to include—in the appropriate section. For example, if you require safety shoes or hard hats on your work sites, so state.
5. Edit, then print your program

OCCUPATIONAL SAFETY AND HEALTH POLICY

It is our policy to provide a safe, accident-free, and healthy work environment for everyone. However, excellent safety and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all policies and procedures by everyone.

Our safety and health program has been developed to assure this organization's compliance with federal, state, and local regulations with emphasis on HIOSH standards that apply to our operations. Your attention is also directed to the Safety and Health Protection On The Job poster, which you will find on the bulletin board.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their supervisor. Supervisors and management must address these concerns and take corrective action when warranted.

Everyone is obligated to be knowledgeable of the standards applicable to their area or job, and just as important, to abide by them. Supervisors must instill a positive attitude and safety awareness in their subordinates through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also in integral part of the organization's personnel policies. This means that compliance with the policies is a condition of employment and must be taken seriously. Failure to comply may be grounds for disciplinary action or for termination of employment (See Appendix ____.)

Worker safety and health is as important in this organization as productivity and quality. In fact, they are inseparable. Ultimately, the best reason for you to observe these policies is because it is in your own self-interest to do so. Conscientiously following these policies can help you to stay safe, healthy, and able to work, play, and enjoy life to its fullest.

(Modify the above text as appropriate)

(To have an effective safety and health program, there should be a written policy that is available to all worksite personnel. The policy should be written in a language that every worker can understand. This policy provides direction for the company in the safety and well-being of the employees, and should be supported from top management in the organization.)

**ORGANIZATION
SAFETY AND HEALTH
PROGRAM**

GOALS AND OBJECTIVES

Our primary goal is to protect every employee from injury and illness while working for our organization.

In order to meet our goals we have established the following objectives. These objectives are the mechanisms by which we will attain our established goals.

(State your goals and objectives on this page)

(Once a policy is developed, management should set a goal for safety and health, then build objectives that will allow employees to reach the goal. The goal should be a realistic one, so as not to discourage employees from striving for the goal. Each employee should be able to see his or her work activities moving toward the goal, thus allowing them to meet the objectives.)

SAFETY AND HEALTH RESPONSIBILITIES

Our goal is to protect employees from injury while working for our organization. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our safety and health program are as follows:

Safety and Health Manager/Coordinator

- a. Provides all levels of management the services and technical advice needed for proper administration of the safety and health program.
- b. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- c. Formulates, recommends and administers approved changes to the accident prevention program.
- d. Assists management and supervisors in the safety and health training of employees.
- e. Conducts inspections to identify unhealthy or unsafe conditions or work practices. Prepares written reports of inspections.
- f. Maintains outside professional contacts.
- g. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
- h. Recommends disciplinary procedures for repeated violators of health and safety rules.
- i. Maintains the HIOSH safety and health poster, emergency telephone numbers, OSHA Form 200, and other notices required by HIOSH. Ensures this information is posted in places where employees can see them at each worksite.
- j. Develops and maintains accident and incident investigation and reporting procedures and systems.
- k. Reports occupational fatalities and other serious incidents requiring reporting to HIOSH.

Department/Division/Branch Managers

- a. Familiarizes him/herself with health and safety regulations related to his/her areas of responsibility.
- b. Directs and coordinates health and safety activities within area of responsibility.
- c. Ensures arrangements for prompt medical attention have been provided to each worksite, including transportation, communication, emergency telephone numbers, and availability of a person with valid first aid training if required.
- d. Requires all employees supervised to use personal protective equipment and safety devices.
- e. Ensures that safety equipment is available, maintained, used, and stored correctly.
- f. Conducts frequent and regular health and safety inspections of work areas. Directs correction of unsafe conditions. Informs organizational safety and health coordinator of inspection results.
- g. Conducts weekly safety briefings with all supervisors and/or workers.
- h. Ensures that supervisors are aware of and comply with requirements for safe practices.
- i. Reviews all accidents/incidents with supervisors and workers involved. Submits written reports to the safety and health manager. Insures that corrective action is taken immediately to eliminate the cause of the accident.
- j. Requires contractors and contractor employees to comply with organizational safety and health procedures.
- k. Provides “feedback” information and recommendations to health and safety manager concerning health and safety matters.
- l. Maintains copies of applicable programs and HIOSH forms at each worksite, in accordance with organizational policies. For example, the Hazard Communication Program, material safety data sheets, OSHA 200 Form—if not readily available from a central office.
- m. Reviews program operations at least annually to evaluate their success in meeting the goal and objectives. Takes appropriate action to revise the program.

First Line Supervisor/Foreman

- a. Be familiar with and enforces health and safety regulations that apply to company operations within his/her area of responsibility.
- b. Coordinates health and safety activities within his/her area of responsibility, to include motivation of employees for safe work practices.
- c. Assure that safety devices and appropriate personal protective equipment are used by persons under his/her supervision.
- d. Instructs all persons within area of responsibility in job health and safety requirements and required compliance.
- e. Conduct weekly (or as often as needed) safety briefings with all workers under his/her supervision.
- f. Ensures that injuries are treated promptly and reported properly.
- g. Investigates all accidents/incidents, obtains all pertinent data, files a complete report with the manager and initiates corrective action.
- h. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in areas of responsibility. Reports to the manager on any corrective actions needed which are beyond his/her control.

Office Manager/Clerk

- a. Maintains all records, such as workers' compensation forms, for accidents that have taken place within the worksite.
- b. Processes all paperwork associated with accidents, on-site inspections and in-house audits. Maintains permanent record for organization files.
- c. Maintains employee medical records, evaluations and exposure monitoring records for a period of 30 years.
- d. Maintains all training records for a minimum of 3 years.

All Employees

- a. Be familiar with and comply with proper health and safety practices.
- b. Use the required safety devices and appropriate personal protective equipment.
- c. Notify supervisor immediately of unsafe conditions and acts.
- d. Report all accidents to supervisor immediately.

(Everyone should have some responsibility for safety and health in the workplace. It should be clearly understood as to what their responsibilities are, and what discipline will be forthcoming if failure to carry out these responsibilities should occur. Employers should try to base responsibility on the set objectives. This way everyone knows what the goal is, and will try to meet the objectives that were set. Giving people responsibility and accountability for their actions instills a sense of pride, which will carry over in terms of wanting to have a good performance record.)

Contractor Compliance

All contracts will require that state laws and regulations concerning health and safety will be observed by contractors. The provisions of these health and safety responsibilities apply to the contractor and their employees. Failure to fulfill this requirement is a failure to meet the conditions of the contract.

Workers' Compensation Claims Management

The following procedures will be taken/followed on all accidents/injuries being submitted as a Workers' Compensation claim.

(Insert necessary actions)

Training

Training and education cannot be over-emphasized as a means of attaining a safe and healthful workplace. Awareness of hazards, knowledge of actions to take to eliminate or control hazards, and accountability to ensure that actions are taken, can be enhanced through training.

- a. Employees scheduled for any safety and health training will attend such training.
- b. New employees will be provided orientation training and will be furnished information and literature covering the organization's health and safety policies, rules, and procedures. This orientation training must be provided prior to the employee's exposure to the work environment.
- c. Individual job/task training, to include the applicable regulations/standards for their job, will be provided to all employees. Included in this training is: the recognition, avoidance, and prevention of unsafe conditions, areas and activities that require personal protective equipment, and how to use such equipment (such as respirators, etc.)
- d. (Monthly/quarterly) on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or meet annual requirements. Such training may be held in conjunction with the safety briefings/meetings addressed elsewhere in this program.
- e. Various individual Workers' Safety programs specify that training be provided to employees. Supervisors will ensure their employees are scheduled and provided this training as required. Examples include fire extinguisher training, confined space entry, respirator care and use, hazard communication, lockout/tagout procedures, powered industrial truck/forklift operation, and electrical work, to name a few.
- f. Training addressed above will be documented in the employees' personnel records and/or in a master training record.

(Employers should review their training requirements and include training time frames or schedules in this section. Training outlines/guidelines should also be developed to ensure all areas/items are covered in this training.)

OSHA Form 200 Injury/Illness Log

The OSHA Form 200 log of all recordable occupational injuries and illnesses will be maintained for each worksite by the manager. In some cases, the log may be kept at a central location. This involves posting the information from the initial accident report on a master form in the central location within six days after the accident has occurred. The summary section of the OSHA Form 200 must be posted at each worksite by February 1st of the following year and remain in place until March 1st.

Hazard Identification, Assessment, and Control

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe workplace for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors and all employees) to identify, report, and correct all possible hazards. Reports should be made to the Safety and Health Manager/Coordinator or supervisor for appropriate action.

This organization has a procedure for conducting inspections of worksites for compliance with health and safety rules. The purpose of the in-house inspection is to identify hazards and unsafe practices before they cause an injury or accident. Additionally, inspections are necessary to ascertain that control measures are in place to prevent or control hazards.

Formal safety and health inspections will be conducted under the following minimum time lines:

- a. Safety and Health Manager/Coordinator: Monthly of all fixed facilities and shop, and each project or worksite.
- b. Managers: Monthly of his/her worksite. More often if operational changes may warrant.
- c. Supervisors: Weekly of areas of responsibility.
- d. The organization's safety and health program will be reviewed by the safety and health manager/coordinator on an annual basis.

Checklist

This listing includes items and categories for health and safety inspections on the job and in the shop. It is generic and not all-inclusive, but provides a guideline to be developed into a checklist for use during the inspection.

(Refer to the HIOSH Handbook for Small Businesses for specific inspection points)

- a. First aid safety and health equipment.
- b. Posters, signs required by HIOSH.
- c. Accident reporting records.
- d. Employee training provided, such as safety talks, worker orientation.
- e. Equipment and tools: condition, use.
- f. Protective guards and devices--availability, use, proper maintenance and operating condition.
- g. Housekeeping, maintaining clean work areas, free of trash/debris accumulation, tripping and slipping hazards.
- h. Lighting: for adequacy and safety.
- i. Sanitation: water, toilets for cleanliness and proper operation.
- j. Noise hazards, hearing protection.
- k. Ventilation for gases, vapors, fumes, dusts.
- l. Worksite hazard assessment and availability of personal protective equipment: Hard hats/head protection, respirators, safety belts, life lines, safety shoes, eye protection, gloves,
- m. Fire protection, prevention and control, use of fire protection equipment, worker knowledge of "PASS" - Pull pin, Aim at base of fire, Squeeze trigger, Sweep from side to side until fire is out.
- n. Temporary buildings, trailers, sheds.
- o. Open yard storage.
- p. Storage of flammable and combustible liquids including service and refueling areas for vehicles.
- q. Temporary heating devices.
- r. Tools (hand, power, welding): condition and use.
- s. Electrical system and devices: condition and use of cords; ground fault protection or assured grounding conductor protection.
- t. Openings: floor, wall, railings
- u. Materials: handling equipment and hoists.
- v. Ladders: condition and use.
- w. Hazard communication program and material safety data sheets (MSDS).
- x. Excavations, trenches, and confined spaces: protective systems and programs
- y. Scaffolds: Competent/qualified persons, railings, secured.
- z. Other items as appropriate.

Individual Safety and Health Programs Listing

(HIOSH standards specify various individual programs that may be applicable to your organization. Highlights of these programs are provided below, and specific written programs or procedures are incorporated as appendices into this document or are available separately.)

Worksite Safety and Health Rules. These rules provide safety guidance for the organization and employees to follow on a specific worksite. They cover various requirements in such worksites as housekeeping, fire prevention, electrical, ladders, scaffolds, excavations, etc, that can be encountered on a worksite, such as a construction site. Attached as Appendix ____.

Hazard Communication Program. If employees are exposed to, or work with hazardous chemicals at the worksite, this program is required. Important elements of the program are the written program, including a master listing of chemicals, maintaining MSDS's on each chemical; and training of employees on the program, the chemicals, and MSDS's.
Attached as Appendix ____.

Permit-required Confined Space Entry Program. If employees enter a confined space that contains, or has the potential to contain an atmospheric or physical hazard, this program is required. 29 CFR 1910.146, Permit-required confined spaces, is used as guidance in developing the organization's program. Primary elements of the program are identification of applicable confined spaces, testing/monitoring, control or elimination of hazards, protective equipment, entry authorization, attendants, training, and rescue.
Attached as Appendix ____.

Asbestos Control Program. If employees are exposed to asbestos fibers above the permissible exposure limit (PEL) through work actions such as demolition, specialized asbestos removal, or maintenance, this program is required. Program elements include regulated areas, exposure monitoring, medical surveillance and records maintenance, engineering controls, personal protective equipment, and training.
Attached as Appendix ____.

Respiratory Protection Program. If employees are exposed to hazardous/toxic chemical, paint or other gases, vapors, fumes, dusts, or mists above the permissible exposure limit, and/or respirators are worn by employees, this program is required. Program elements are written program for the selection, maintenance, care, and use of respirators, fit testing, training, and employee evaluation for use.
Attached as Appendix ____.

Occupational Noise Exposure / Hearing Conservation Program. If

employees are exposed to noise levels above the permissible noise exposures, protection against the effects of noise and an effective hearing conservation program are required. Such a program would include elements such as written program, noise monitoring, hearing evaluations and follow-on testing, personal protective equipment (hearing protection), and maintenance of medical records.

Attached as Appendix ____.

Lockout/Tagout (Electrical) Program. If employees deactivate or de-energize electrical controls, equipment, or circuits and thus become exposed to electrical energy, this program is required. Program elements include lockout when possible, tagout when lockout not possible, and employer providing and controlling lockouts.

Attached as Appendix ____.

Lockout/Tagout (Control of Hazardous Energy) Program. If employees are subject to injury from the unexpected startup or the release of stored energy while performing servicing and maintenance of machines and equipment, a LOTO program is required. Energy can be mechanical, hydraulic, pneumatic, chemical, thermal, or other energy, but does not include electrical hazards. Program includes documented energy control procedures, training, and periodic inspections of the use of the procedures.

Attached as Appendix ____.

Fire Protection and Prevention. A fire protection and prevention program includes providing the specified firefighting equipment, periodic inspections of the same, providing fire alarm devices/system, and establishment and adherence to fire prevention practices.

Attached as Appendix ____.

Other Safety and Health Programs. Other programs may be attached, including Exposure Control Plans, when employees are exposed to blood or other potentially infectious material.

ORGANIZATION SAFETY AND HEALTH RULES

In order for a health and safety program to be effective, it is vital that it be understood and implemented at all levels from management to all employees.

The following are the primary Occupational Safety and Health rules and regulations applicable to our operations, that must be complied with in our organization.

General Workplace Safety Rules

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your supervisor.
- c. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) Or from hazardous chemical splashes.
- d. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn when such apparel creates a hazard.
- e. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- f. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to supervisor.
- g. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
- h. Lockout or tagout or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
- i. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other points of egress.
- j. Practice good housekeeping at all times.
- k. Training on equipment is required prior to unsupervised operation.
- l. Compliance with all regulations/rules and all organization safety rules in the following sections is required.

Housekeeping

- a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- b. Material will be piled or stored in a stable manner so that it will not be subject to falling.
- c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- d. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment will be kept clear of materials, supplies, trash, and debris.

Fire Prevention

- a. All firefighting equipment shall be conspicuously located, accessible, and inspected periodically, and maintained in operating condition.
- b. All employees must know the location of fire fighting equipment in the work area and have a knowledge of its use and application.
- c. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can will be used.
- d. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires will be eliminated.
- e. A salamander or other open-flame device will not be used in confined or enclosed structures without proper ventilation. Heat emitting devices will be vented to the atmosphere and located an adequate distance from walls, ceilings and floors.
- f. Fire extinguishers will be available at all times when utilizing heat-producing equipment (such as oxygen-acetylene or arc welding.)
- g. Storage of LPG within buildings is prohibited.

Industrial Hygiene and Occupational Health

- a. Toilet facilities shall be provided as required for the number of workers.
- b. An adequate supply of potable water shall be provided. The use of a common drinking cup is prohibited.
- c. Provisions will be made prior to commencement of a construction project for prompt medical attention in case of serious injury, to include emergency telephone numbers, transportation, and communications.
- d. When no medical facility is reasonably accessible (time and distance) to the worksite, a person who has a valid certificate of first aid training will be available at the worksite to render first aid.
- e. Employees must be protected against exposure to injurious sound levels by controlling exposure or by use of proper personal protective equipment.
- f. Employees must be protected against exposure to ionizing (x-ray, radioactive) and non-ionizing (laser beam) radiation.
- g. Protection against exposure to harmful gases, fumes, dust, and similar airborne hazards must be furnished through proper ventilation or appropriate respiratory equipment.
- h. Any demolition work will be assessed for lead exposure, particularly if drywall or any painted surfaces or abrasive blasting/grinding is involved, and asbestos exposure.

Personal Protection and Related Equipment

- a. Personal protective equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. Equipment requirements will be reviewed by supervisor/foreman, etc.
- b. Employees are expected to utilize proper judgement in their personal habits. When they report to work each day, they must be in fit condition to meet daily obligations.
- c. Goggles, face shields, helmets and other comparable equipment are required to fit the eye and face protection needs of the employee for each job.
- d. Hard hats and steel toe safety work boots/shoes must be worn by all employees at all times where required.

- e. Appropriate gloves, aprons and boots are to be used when necessary for protection against acids and other chemicals which could injure employees' skin.
- f. Respiratory equipment in many cases is needed for protection against toxic and hazardous fumes/dusts. Supervisors must verify which equipment meets the need for breathing safety. Such determination shall be made by a documented hazard assessment. Only MSHA/NIOSH approved equipment will be used.
- g. The use of personal fall arrest equipment is required when working in areas where there is no guardrail protection or safety nets, and on certain suspended scaffolds. Any time a potential for falling over six feet is present, personal fall arrest systems, standard railing, safety nets, or other approved fall protection measures will be used.
- h. Flagmen will wear a red or orange warning garment while flagging; light reflecting garments will be worn at night.

Electrical

- a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosure, location, or guarding.
- b. Working and clear space around electric equipment and distribution boxes will be kept clear and accessible.
- c. Circuit breakers, switch boxes, etc., will be legibly marked to indicate its purpose.
- d. Either ground fault circuit interrupters or an assured equipment grounding conductor program will be used to protect employees on construction sites from electric shock.
- e. All extension cords and electric powered tools (except double insulated) will be grounded. Ground prongs will not be removed. Cords and strain relief devices will be in good condition.
- f. All lamps for general illumination will have the bulbs protected against breakage. Temporary lights will not be suspended by their electrical cords unless cords and lights are designed for such suspension.

Compressed Gas Cylinders

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b. Cylinders must be transported, stored, and secured in an upright position. They will never be left laying on the ground or floor, nor used as rollers or supports.
- c. Cylinder valves must be protected with caps and closed when not in use.
- d. All leaking or defective cylinders must be removed from service promptly, tagged as inoperable and placed in an open space removed from the work area.
- e. Oxygen cylinders and fittings will be kept away from oil or grease.
- f. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps will not be used for lifting cylinders from one vertical level to another.

Ladders

- a. Ladders will be periodically inspected by a competent person to identify any unsafe conditions. Those ladders with structural defects will be removed from service, and repaired or replaced.
- b. Straight ladders used on other than stable, level, and dry surfaces must be tied off, held, or secured for stability.
- c. Portable ladder side rails will extend at least three feet above the upper landing to which the ladder is used to gain access.
- d. The top or top step of a stepladder will not be used as a step.

Tools

- a. Take special precautions when using power tools. Defective tools will be removed from service.
- c. Power tools will be turned off and motion stopped before setting tool down.
- d. Tools will be disconnected from power source before changing drills, bits, or blades, or attempting repair or adjustment. Never leave a running tool unattended.
- e. Power saws, table saws, and radial arm saws will have operational blade guards installed and used.
- f. Portable abrasive grinders will have guards installed covering the upper and back portions of the abrasive wheel. Wheel speed ratings will never be less than the grinder RPM speed.
- g. Compressed air will not be used for cleaning purposes except when pressure is reduced to less than 30 psi by regulating or use of a safety nozzle, and then only with effective chip guarding and proper personal protective equipment.
- h. Any employee furnished tools of any nature must meet all HIOSH and ANSI requirements.

Motor Vehicles and Mechanized Equipment

- a. All vehicles and equipment will be checked at the beginning of each shift, and during use, to make sure it is in safe operating condition.
- b. All equipment left unattended at night adjacent to highways in normal use shall have lights or reflectors, or barricades with lights or reflectors, to identify the location of the equipment.
- c. When vehicles or mobile equipment are stopped or parked, parking brakes shall be set. Equipment on inclines shall have wheels chocked as well as having parking brakes set.
- d. Operators shall not use motor equipment having an obstructed rear view unless vehicle has an audible reverse signal alarm, or is backed only when observer says it is safe to do so.

- e. All vehicles or combinations of vehicles shall have in operable condition at least the following equipment:
 - 1. Two headlights and two taillights (when visibility conditions warrant), and brake lights.
 - 2. Audible warning device at operator's station.
 - 3. Seats, firmly secured, for the number of persons carried. Passengers must ride in seats.
 - 4. Seat belts properly installed.
 - 5. Service, parking and emergency brake system.
- f. All Vehicles with cabs will be equipped with windshields (with safety glass) and powered wiper.
- g. All material handling equipment will be equipped with rollover protective structures.

Other Applicable Equipment

(As appropriate, include rules which apply to other equipment, such as Cranes and Rigging, Welding and Brazing, Safety Railings and Other Fall Protection, Scaffolds, Excavations and Trenches. The HIOSH Handbook for Small Businesses contains a checklist section with specific requirements.)

DISCIPLINARY PROGRAM

Employees who fail to comply with safety rules, policies and procedures will be subject to disciplinary action, up to and including suspension and termination. Each of these steps will be documented on a report and filed in the employee's personnel file.

- Step 1. **POLICY REMINDER:** A verbal reminder of the applicable company policy will be given to the employee by management or a supervisor, and will be documented on the "Policy Reminder/Suspension Warning Report". This report outlines the nature of the offense and the necessary corrective action that is required by the employee. The report also warns the employee of possible suspension as a result of another offense.

(If appropriate refresher training will be provided to insure that the employee understands policy and correct procedures).

- Step 2. **SUSPENSION:** Suspension will result when an employee does not heed the warning of Step 1, and commits another offense. This report will be completed by both the manager and the employee's supervisor, and will be documented on the "Suspension Report". This report outlines the nature of the offense and the necessary corrective action that is required by the employee. This report also informs the employee of a possible warning of termination for the next offense. Suspension can only be initiated by the manager.

- Step 3. **TERMINATION WARNING:** A termination warning will result when an employee fails to correct himself/herself even after being suspended. This step will be documented on the "Termination Warning Report". The report will serve as specific and documented communication between the manager and the employee, warning the employee that any further offense may result in termination.

- Step 4. **TERMINATION:** If the first three disciplinary steps have not persuaded the employee to adhere to the safety rules, policies and procedures, termination will be the next and final step. This step will be documented on the "Termination Report". Termination can only be initiated by management.

The four steps above are the normal disciplinary procedures that management and supervisors will follow. However, if management considers that an offense is serious enough to warrant immediate termination, termination can be the first and only step of discipline.